



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

August 14, 2008

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – Board of Visitors of the U.S. Air Force Academy Charter Renewal

The Office of the Secretary of Air Force has requested the charter for the Board of Visitors of the U.S. Air Force Academy be renewed (Attached).

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR, § 102-3.60, has carefully reviewed the Secretary's request, and has determined that renewing this non-discretionary committee's charter is in the best interest of the Department of Defense and the American public.

The Department of Defense has further determined that this non-discretionary advisory committee is essential to DoD's mission, and that no other DoD or Executive Branch advisory committee can meet these needs. The Committee, through its membership, continues to provide independent advice to the Secretary of Defense, through the Secretary of the Air Force, and to the Committee on Armed Services of the Senate and the Committee on Armed Services of the House of Representatives.

The Board's membership is determined by the Department of Defense. Board members appointed by the President, who are not Federal officers or employees, shall be appointed as experts and consultants by the Secretary of Defense under the authority of 5 U.S.C. § 3109 and serve as Special Government Employees. Board Members shall with the exception of travel and per diem for official travel, serve without compensation, unless otherwise authorized by the Secretary of Defense.

Board members designated by the President shall serve for three years; however, except, that any Member whose term of office has expired shall continue to serve until a successor is appointed. In addition, the President shall designate two persons each year to succeed the Members whose terms expire that year. If a Board Member dies or resigns, the official who designated the original Member shall designate a successor Member who shall serve for the remainder of the term. The Board Members shall select the Board Chairperson and the Vice Chairperson from the total membership. The Chairperson and Vice Chairperson shall serve for a period of one year commencing



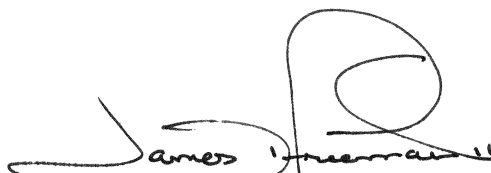
with the beginning of the following calendar year and until their re-election or the election of their successors.

If a member of the Board fails to attend two successive Board meetings, except in a case in which an absence is approved in advance for good cause by the Board chairperson, such failure shall be grounds for termination from membership on the Board. Termination of membership on the Board pursuant to 10 U.S.C. § 9355 (c)(2), shall in the case of a member of the Board who is not a member of Congress, may be made by the Board chairperson; and in the case of a member of the Board who is a member of Congress, may be made only by the official who designated the member. When a member of the Board is subject to termination from membership on the Board under this absenteeism provision, the Board chairperson shall notify the official who designated the member. Upon receipt of such a notification with respect to a member of the Board who is a member of Congress, the official who designated the member shall take such action, as that official considers appropriate.

The Board is authorized to establish subcommittees, and the Board, to include any subcommittees, will operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and 41 CFR, Parts 102-3 through 102-3.185.

Prior to submitting a Federal Register notice and subsequently filing the Board's charter with the Library of Congress and the appropriate congressional committees, the Department of Defense respectively requests that the Committee Management Secretariat review and approve the charter (attached). The charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact me at 703-601-6128.

A handwritten signature in black ink, appearing to read "James D. Freeman II", with a large, stylized loop at the end.

James D. Freeman II
Deputy Committee Management
Officer for the Department of Defense

2 Attachments
As stated

TAB 1



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC 20330-1000

JUN 11 2008

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR SAF/AAX (Ms. Penny Sayle)

FROM: USAF Academy Board of Visitors Designated Federal Officer
1660 Air Force Pentagon
Washington, DC 20330-1660

SUBJECT: US Air Force Academy (USAFA) Board of Visitors (BoV) Charter Renewal

The proposed 2008 USAFA BoV Charter is attached for approval. There are no changes from the 2006 BoV Charter. The USAFA BoV is a non-discretionary committee established under 10 U.S.C. Section 9355. The BoV continues to provide sound leadership, unwavering loyalty, and dedication to the Academy's mission. Significant BoV activities over the past two years include, but are not limited to:

- Establishing five new subcommittees: Character and Leadership, Academics and Course of Instruction, Admissions and Graduation, Infrastructure and Resources, and Congressional Nominations. The creation and active engagement of these subcommittees clearly demonstrates the Board's increased stewardship and support to the Academy and its mission.
- Initiating a program to improve the quality and character of incoming cadets admitted to USAFA through the development and testing of a web-based psychological interview instrument. The purpose of the program is to help better identify applicants with the desired innate leadership and character traits. If successful, this effort could dramatically improve USAFA, as well as the other Air Force officer commissioning programs.
- Undertaking a long-term effort to help USAFA achieve a much broader diversity within the staff and cadet wing. This includes a comprehensive review and suggestions for improvement to the USAFA Congressional Nomination Process.
- Providing sage advice and guidance to the Dean of Faculty as USAFA prepares for the critically important academic accreditation process scheduled in 2009.

If you have any questions please contact Mr. Scotty Ashley, 703-695-3594.

RONALD A. WINTER
Designated Federal Officer
USAFA Board of Visitors

Attachment:
As stated



DEPARTMENT OF THE AIR FORCE

WASHINGTON, DC 20330-1000

OFFICE OF THE ASSISTANT SECRETARY

XX Jun 2008

MEMORANDUM FOR SAF/AAX (Ms. Penny Sayle)

FROM: USAF Academy Board of Visitors Designated Federal Officer
1660 Air Force Pentagon
Washington, DC 20330-1660

SUBJECT: Charter Renewal for the US Air Force Academy Board of Visitors

The US Air Force Academy (USAFA) Board of Visitors (BoV) requests renewal of the USAFA BoV Charter.

The USAFA BoV is a non-discretionary committee established under 10 U.S.C. Section 9355. The Board plays an instrumental role in the success of the Academy and during the past two years the BoV has:

- Provided sound leadership, unwavering loyalty, and dedication to the Academy's mission. They were instrumental in revamping the Academy and bringing about a more active role in the Board's involvement in addressing USAFA issues.
- Notably, the Board established the creation of five new subcommittees: Character and Leadership; Academics and Course of Instruction; Admissions and Graduation; Infrastructure and Resources; and Congressional Nominations. The creation of these new subcommittees demonstrated the Board's desire to provide more involved stewardship and support to the Academy and its mission. These sub-committees provided insightful perspectives which were instrumental in establishing a renewed spirit and cultural change in the BoV and the Academy.
- A monumental step toward improving the quality and character of incoming cadets was achieved through the Board's recommendation to develop a Character and Leadership Capacity Assessment. An instrument designed to determine whether the capability exists to accurately assess innate character traits and leadership capacity through the use of a web-based psychological interview instrument. The purpose of the instrument is to help better identify applicants with the desired innate leadership and character traits. The potential of such an instrument was viewed to be so tremendous that Air University quickly joined with USAFA and collectively they prepared a proposal for Air Force Corporate Structure to approve funding to make it an Air Force wide tool, used to assess all potential officer candidates.
- The Board further provided advice, views, and recommendations on the following topics: The USAFA mission, faculty enhancement, physical and financial improvements to the USAFA facility, curriculum enhancements, increased cultural diversity among the staff and cadet

population, more effective utilization of the Congressional Nomination Process, enhancement of USAFA's Strategic Vision, and increased Cadet empowerment in cadet related activities/issues.

Please find attached the USAFA BoV's proposed Charter for 2008 (no changes were made from the previous version), presented for your approval. If you have any questions please contact Mr. Scotty Ashley, 703-695-3594.

RONALD A. WINTER
Designated Federal Officer
USAFA Board of Visitors

Attachment:
As stated

cc:
AF/A1DO

Coleman, Monica CTR WHS/APSD

From: Sayle Penny Civ SAF/AAX [Penny.Sayle-02@pentagon.af.mil]
Sent: Monday, June 30, 2008 12:43 PM
To: French Dave Civ SAF/MRM
Cc: Ashley Scotty Civ AF/A1DO; Price Paul A Col AF/A1DO; Avnet Adam H Capt AF/A1DO; Brigman William Lt Col AF/A1DO
Subject: USAFA BoV Charter Renewal

Hi Dave,

Just wanted to let you know that Ms. Lunsford signed and released the package for Charter Renewal and I released to SAF/GCA Workflow this morning.

VR,
Penny

CHARTER
BOARD OF VISITORS OF THE U.S. AIR FORCE ACADEMY

- A. Official Designation: The Committee shall be known as the Board of Visitors of the U.S. Air Force Academy (hereafter referred to as the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of 10 U.S.C. § 9355, as amended, and the Federal Advisory Committee Act of 1972, as amended, shall provide the Secretary of Defense, through the Secretary of the Air Force, and to the Committee on Armed Services of the Senate and the Committee on Armed Services of the House of Representatives, independent advice and recommendations on matters relating to the U.S. Air Force Academy, to include but not limited to morale, discipline, and social climate, the curriculum, instruction, physical equipment, fiscal affairs, academic methods, and other matters relating to the Academy that the Board decides to consider.
- C. Board Membership: The Board shall be composed of not more than 15 members. Under the provisions of 10 U.S.C. § 9355 (a) and (b)(2), the Board members shall include:
- (1) Six persons designated by the President, at least two of whom shall be graduates of the Academy.
 - (2) The chairman of the Committee on Armed Services of the House of Representatives, or his designee.
 - (3) Four persons designated by the Speaker of the House of Representatives, three of whom shall be members of the House of Representatives and the fourth of whom may not be a member of the House of Representatives.
 - (4) The chairman of the Committee on Armed Services of the Senate, or his designee.
 - (5) Three other members of the Senate designated by the Vice President or the President pro tempore of the Senate, two of whom are members of the Committee on Appropriations of the Senate.

All non-Federal Government Advisory Committee members shall be appointed by the Secretary of Defense and shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Board Members shall, with the exception of travel expenses, serve without compensation.

Board Members designated by the President shall serve for three years except that any Member whose term of office has expired shall continue to serve until a successor is appointed. In addition, the President shall designate persons each year to succeed the Members whose terms expire that year. Each of the additional nine Board members serves a minimum term of one year, and may continue to serve until a successor is appointed. The Board Members shall select the Board Chairperson and Vice Chairperson from the total membership. The Chairperson and Vice Chairperson shall serve for a period of one year commencing with the beginning of the following calendar year and until their re-election or the election of their successors.

If a member of the Board dies or resigns or is terminated as a member of the board, a successor shall be designated for the unexpired portion of the term by the official who designated the member.

If a member of the Board fails to attend two successive Board meetings, except in a case in which an absence is approved in advance for good cause by the Board chairperson, such failure shall be grounds for termination from membership on the Board. Termination of membership on the Board

pursuant to 10 U.S.C. § 9355 (c)(2), shall in the case of a member of the Board who is not a member of Congress, may be made by the Board chairperson; and in the case of a member of the Board who is a member of Congress, may be made only by the official who designated the member. When a member of the Board is subject to termination from membership on the Board under this absenteeism provision, the Board chairperson shall notify the official who designated the member. Upon receipt of such a notification with respect to a member of the Board who is a member of Congress, the official who designated the member shall take such action, as that official considers appropriate.

Upon approval of the Secretary of Defense, the Board, pursuant to 10 U.S.C. § 9355 (g), may rely on advisers for consultation. These advisers shall, with the exception of travel expenses, serve without compensation.

- D. Board Meetings: The Board should meet at the call of the Designated Federal Officer, in consultation with the Chairperson, at least four times per year. The Board shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and appropriate Federal Regulations.

Such subcommittees or working groups shall not work independently of the chartered Board, and shall report their recommendations and advice to the Board for full deliberations and discussion. Subcommittees or working groups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Agency or any Federal officers or employees not Board Members.

- E. Duration and Termination of the Board: Pursuant to 10 U.S.C. § 9355 the need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Secretary of the Air Force, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix. Upon approval by the Secretary, the Board may call in advisers for consultation.
- G. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Board is \$80,000.00. The estimated annual personnel costs to the Department of Defense are .80 full-time equivalents (FTEs).
- H. Charter Filed:

TAB 2

CHARTER
BOARD OF VISITORS OF THE U.S. AIR FORCE ACADEMY

- A. Official Designation: The Committee shall be known as the Board of Visitors of the U.S. Air Force Academy (hereafter referred to as the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of 10 U.S.C. § 9355, as amended, and the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), shall provide the Secretary of Defense, through the Secretary of the Air Force, and to the Committee on Armed Services of the Senate and the Committee on Armed Services of the House of Representatives, independent advice and recommendations on matters relating to the U.S. Air Force Academy, to include but not limited to morale, discipline, and social climate, the curriculum, instruction, physical equipment, fiscal affairs, academic methods, and other matters relating to the Academy that the Board decides to consider.
- C. Board Membership: The Board shall be composed of not more than 15 members. Under the provisions of 10 U.S.C. § 9355 (a) and (b)(2), the Board members shall include:
1. Six persons designated by the President, at least two of whom shall be graduates of the U.S. Air Force Academy.
 2. The chairman of the Committee on Armed Services of the House of Representatives, or his designee.
 3. Four persons designated by the Speaker of the House of Representatives, three of whom shall be members of the House of Representatives and the fourth of whom may not be a member of the House of Representatives.
 4. The chairman of the Committee on Armed Services of the Senate, or his designee.
 5. Three other members of the Senate designated by the Vice President or the President pro tempore of the Senate, two of whom are members of the Committee on Appropriations of the Senate.

All non-Federal Government Advisory Committee members shall be appointed by the Secretary of Defense and shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Board Members shall, with the exception of travel expenses, serve without compensation.

Board Members designated by the President shall serve for three years except that any Member whose term of office has expired shall continue to serve until a successor is appointed. In addition, the President shall designate persons each year to succeed the Members whose terms expire that year. Each of the additional nine Board members serves a minimum term of one year, and may continue to serve until a successor is appointed. The Board Members shall select the Board Chairperson and Vice Chairperson from the total membership. The Chairperson and Vice Chairperson shall serve for a period of one year commencing with the beginning of the following calendar year and until their re-election or the election of their successors.

If a member of the Board dies or resigns or is terminated as a member of the board, a successor shall be designated for the unexpired portion of the term by the official who designated the member.

If a member of the Board fails to attend two successive Board meetings, except in a case in which an absence is approved in advance for good cause by the Board chairperson, such failure shall be grounds for termination from membership on the Board. Termination of membership on the Board pursuant to 10 U.S.C. § 9355(c)(2), shall in the case of a member of the Board who is not a member of Congress, may be made by the Board chairperson; and in the case of a member of the Board who is a member of Congress, may be made only by the official who designated the member. When a member of the Board is subject to termination from membership on the Board under this absenteeism provision, the Board chairperson shall notify the official who designated the member. Upon receipt of such a notification with respect to a member of the Board who is a member of Congress, the official who designated the member shall take such action, as that official considers appropriate.

Upon approval of the Secretary of Defense, the Board, pursuant to 10 U.S.C. § 9355(g), may rely on advisers for consultation. These advisers shall, with the exception of travel expenses, serve without compensation.

- D. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, at least four times per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer or an Alternate Designated Federal Officer shall attend all Board and subcommittee meetings.

The Board shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and appropriate federal regulations.

Such subcommittees or working groups shall not work independently of the chartered Board, and shall report their recommendations and advice to the Board for full deliberations and discussion. Subcommittees or working groups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Agency or any federal officers or employees not Board Members.

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- F. Agency Support: The Department of Defense, through the Secretary of the Air Force, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix. Upon approval by the Secretary, the Board may call in advisors for consultation.
- G. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Board is \$80,000.00. The estimated annual personnel costs to the Department of Defense are .80 full-time equivalents (FTEs).
- H. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. Subject to the Freedom of Information Act of 1966 (5 USC§ 552, as amended), these records shall be available for public inspection and copying.
- I. Charter Filed: